



State of Louisiana
DIVISION OF ADMINISTRATION

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OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

October 30, 2001

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-22

TO: All **UPS** Agencies

FROM: Jena W. Cary
Director

SUBJECT: Aged Outstanding Checks Considered Abandoned Property &
Report of Aged Outstanding Payroll Checks

Attached is the BL1537-01 report (run date 10/22/01) by Payroll Reporting Number(s) listing the outstanding payroll, supplemental and payroll service checks issued for your agency prior to May 1, 2001 (period aged 1 YR & 2 YR).

These checks are no longer negotiable by the employee or the agency (void and reissue process). **They are now considered abandoned property** under R.S. 9:151 – 9:181, can no longer be cleared through OSUP bank accounts, and will be remitted to State Treasurer's Unclaimed Property for proper disposition. Any claims against these dollars must be made through:

State Treasurer, Unclaimed Property Division
PO Box 91010
Baton Rouge, LA 70821-9010
Toll-Free in Louisiana 1-888-925-4127
or (225) 219-9400 in Baton Rouge or Out-of-State
<http://www.treasury.state.la.us/ucp>

This report along with any unclaimed checks should be kept in a permanent file for reference and audit purposes. **DO NOT FORWARD UNCLAIMED CHECKS TO OSUP.** Contact State Archives for your agency's retention schedule.

Agencies may be contacted by employees requesting a written letter of verification of address at the time the unclaimed wages were paid and/or verification of place of employment. This may be required by Unclaimed Property to release the funds.

Also included on this report are checks that are aged, but not abandoned (period aged 180 days). **Agencies are responsible for clearing any item in the 180 day period that is noted with a star. Please make sure the appropriate agency staff is immediately forwarded this memorandum and attachment(s) to complete.** Agencies will not be required to submit these reports to OSUP.

If there are any questions, please contact Angel Vernon at (225) 342-5344.

JWC:ACV:kmb

Attachment